

# Leave of Absence

**LOA:**

• **Paid Medical**


**Manager**

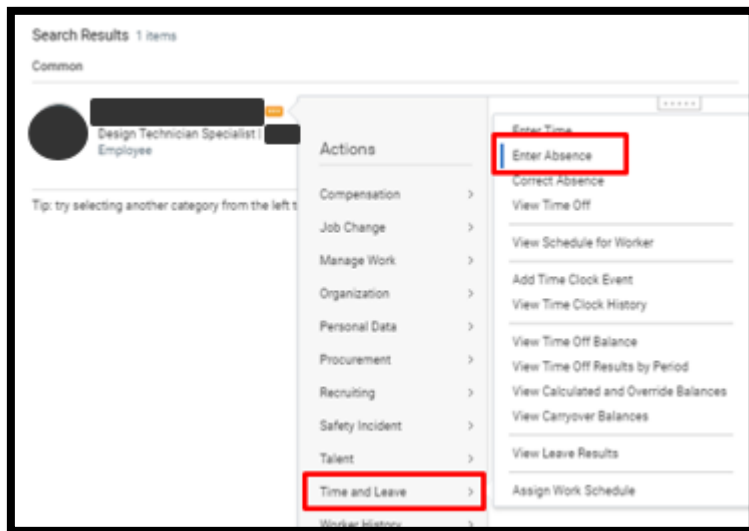
## PLACING AN EMPLOYEE ON PAID MEDICAL LEAVE



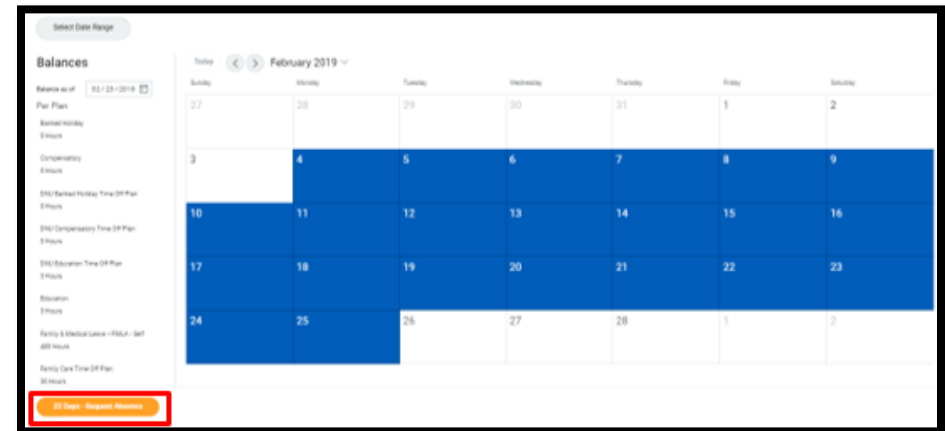
Note: This would be for employees who do not qualify for FMLA or have exhausted their FMLA. If they are out on FMLA Leave, then you will need to return them before placing them on Medical Leave.


From the **Search Bar:**

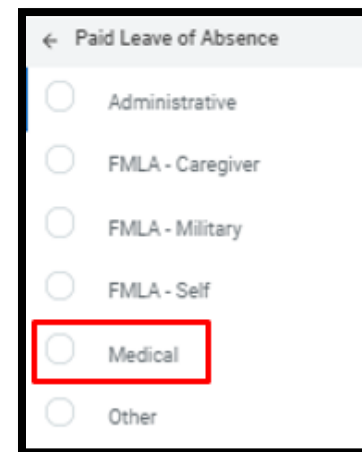
1. Find the name of the **Employee** and click on it.
2. Click the **Related Actions** Button . Then click on **Time and Leave** > **Enter Absence**.



3. Select **Dates** and **Request Absence**.



4. Click on  in the **Type** field > **Paid Leave of Absence** > **Medical**. Then click **Next**.



5. Review the dates and then click **Submit**.
6. This will route to HR Partner to Review & Approve.

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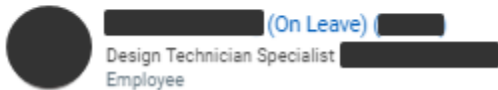
Manager



Note: Once this is approved, it will place worker On Leave in Workday.

Search Results 1 items

Common



7. Manager will get a **To Do: Verify Vacation/ Sick Usage**.



Note: If you click on the Time Off Balance button, then this will show you your balances. To see the employees, please search for the employee's name. Then go to their related actions > time and leave > View Time off Results by Period. This may change or go away at some point in the future.

8. Manager and Employee will get To Do: **Reminder to Review Employee's Accrual Usage**.



Note: Since Workday is web-based, employees can log on from home and do their Absence. The Absence can also be future dated and entered before leave happens. This should be discussed before employee goes out on leave as who will be completing the time sheet/ absence calendar. If it is manager, then proceed to Step 9 to review how to enter Paid Time Off. Otherwise LOA: Medical is completed.

9. Search for employee in Workday.

10. Click the **Related Actions** Button . Then click on **Time and Leave > Enter Absence**.

11. Select **Dates** and **Request Absence**. (Once Approved by manager, then it will look like below).

Balance as of	02/15/2019
Per Plan	
Banked Holiday	0 Hours
Compensatory	0 Hours
DNU Banked Holiday Time Off Plan	0 Hours
DNU Compensatory Time Off Plan	0 Hours
DNU Education Time Off Plan	3 Hours
DNU Holiday Compensatory Time Off Plan	0 Hours
Education	3 Hours

12 Days - Request Absence

12. Click on in the **Type** field > **Paid Time Offs** > Select Appropriate time. Then click **Next**.

Paid Time Offs

- ☐ Banked Holiday
- ☐ Compensatory
- ☐ Family Care
- ☐ Holiday Compensatory
- ☒ Sick
- ☐ Vacation

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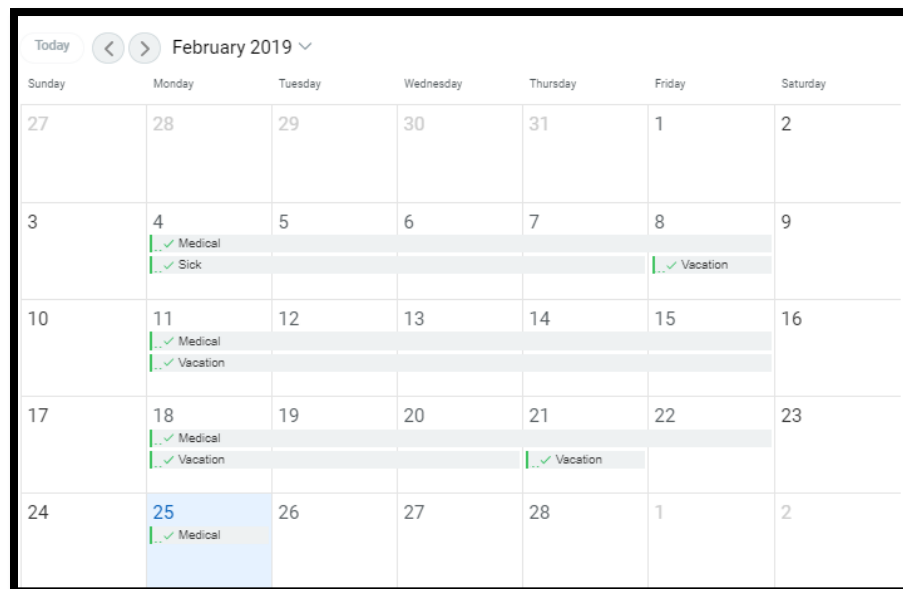
**LOA:**

• **Paid Medical**

**Manager**

13. You can edit the daily hours by selecting **Edit Quantity Per Day**. Then click **Submit** once you have reviewed the information.

14. Once the paid time is entered and approved, then it will look like below.



The screenshot shows a calendar for February 2019. The days of the week are listed at the top: Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, and Saturday. The dates are arranged in a grid. Leave of absence periods are indicated by shaded rows with green checkmarks and labels: 'Medical' and 'Sick' for the first week, and 'Vacation' for the second, third, and fourth weeks. The date 25 is highlighted in blue, and the label 'Medical' is visible below it.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	31	1	2
3	4 ✓ Medical ✓ Sick	5	6	7	8 ✓ Vacation	9
10	11 ✓ Medical ✓ Vacation	12	13	14	15	16
17	18 ✓ Medical ✓ Vacation	19	20	21 ✓ Vacation	22	23
24	25 ✓ Medical	26	27	28	1	2

15. If an employee is getting low on Paid Time Off, then please work with your HR Partner as they will be the one to move them to Unpaid status.

You have successfully put an employee on Paid Medical Leave of Absence. Please find Return Worker from Leave of Absence when the employee is ready to return. If you have questions, then please reach out to your HR Partner.